



COCHISE COUNTY JOINT PERMIT APPLICATION

Cochise County Planning Department, 1415 Melody Ln., Bldg. B, Bisbee, AZ 85603 (520) 432-9240. Fax (520) 432-9278

PLEASE PRINT OR TYPE PARTS A-F BELOW, REFERRING TO THE PERMIT GUIDE PROVIDED

PART A: DESCRIPTION OF PROPERTY

Tax Parcel Identification # _____
Subdivision _____
Site Location/Address/City _____
Property Owner Name _____
Mailing Address/City/Zip Code _____
Name of Applicant (if not property owner) _____
Mailing Address/City/Zip Code _____
Contact Person/Phone Number _____ License Number _____

PART B: WHAT IS THE PROPOSED PROJECT?

Replacement Mobile Home Yes ☐ No ☐
Gross Floor Area of Proposed Structure _____ Structure Height _____
Estimated Value of Proposed Structure _____ If constructing an addition/improvement to existing structure, what is the assessed value of existing structure? _____

PART C: HEALTH SERVICES SECTION

1. Sewer ☐ or Septic System ☐
TO BE COMPLETED ON SEPTIC SYSTEM ONLY:
Septic System: New ☐ Existing ☐ No. of Bedroom(s)/Den(s) _____
Indicate who will perform work: Owner ☐ Contractor ☐
If contractor, list name and license # _____

2. Water Supply: Public ☐ Community Well ☐ Private Well ☐

PART D: FLOODPLAIN SECTION

1. Will watercourse be altered/relocated as a result of proposed use? Yes ☐ No ☐
Proposed wash crossing: Bridge ☐ Culvert ☐ Dip ☐ Fill ☐ None ☐
2. If alteration or wash crossing, explain on the site plan and note if Temporary ☐ or Permanent ☐

PART E: HIGHWAY RIGHT-OF-WAY SECTION

1. Are any of the following existing on your property?
Electricity ☐ TV Cable ☐ Telephone ☐ Sewer ☐ Gas ☐ Culvert ☐ Driveway ☐
2. Installation to property required:
Electricity Underground ☐ Overhead ☐ TV Cable Underground ☐ Overhead ☐
Telephone ☐ Sewer ☐ Gas ☐ Culvert ☐ Driveway ☐ Water Line ☐
Other _____

PART F: CERTIFICATION SIGNATURE

I hereby certify that I am the owner or duly authorized owner's agent and that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit. I further certify that I will comply with all County, State and Federal regulations applicable to said property, and acknowledge that I am not authorized to begin work until I have received a numbered permit. I FURTHER AUTHORIZE COUNTY EMPLOYEES AND APPROPRIATE REGULATORY AGENCIES TO ENTER ONTO SAID PROPERTY TO MAKE REASONABLE INSPECTIONS FOR COMPLIANCE.

Signature: _____ Date: _____

FOR DEPARTMENTAL USE ONLY

Assigned County Address _____
Address Issuance: Yes ☐ No ☐ Construction Plans submitted: Yes ☐ No ☐
Growth Area _____ Plan Designation _____ Tn. _____ Rg. _____ Sec. _____
Zoning District _____ Map Ref. _____ Supervisorial District _____
Flood Zone _____ Panel # _____ Panel Date _____
Lot Area _____ Setbacks: N _____ S _____ E _____ W _____

| FEE SECTION | FEE | DATE RECEIVED | RECEIPT NUMBER |
|-------------------|-----|---------------|----------------|
| PERMIT TYPE | | | |
| Building Code | | | |
| Non-Building Code | | | |
| Mobile Home | | | |
| Factory Built | | | |
| Health | | | |
| Right-of-Way | | | |
| Flood Control | | | |
| RAD | | | |
| Review | | | |
| Other (specify) | | | |
| TOTAL | | | |

PERMIT PROCESSING INFORMATION

| | | | |
|-----------------|----------------|------------|---|
| Right-of-Way | Rev. By: _____ | Date _____ | Permit Required Y <input type="checkbox"/> N <input type="checkbox"/> |
| Flood Control | Rev. By: _____ | Date _____ | Permit Required Y <input type="checkbox"/> N <input type="checkbox"/> |
| Health Services | Rev. By: _____ | Date _____ | Permit Required Y <input type="checkbox"/> N <input type="checkbox"/> |
| P&Z | Rev. By: _____ | Date _____ | Permit Required Y <input type="checkbox"/> N <input type="checkbox"/> |
| RAD | Rev. By: _____ | Date _____ | Review Required Y <input type="checkbox"/> N <input type="checkbox"/> |

Permit Remarks: _____

Permit approved for issuance by Permit Coordinator

Signature: _____
Date: _____

MASTER PERMIT NUMBER

Residential Permit Application Instructions
And Intake Checklist

Complete the following information, include complete site plan (to be completed by septic designer/soil evaluator if a septic system is required) and required fees (must be for the total required amount, with checks payable to "Cochise County Treasurer"). Include Tax Parcel ID Number on all application pages and on any correspondence regarding your permit application.

PLEASE NOTE: Incomplete applications will not be accepted.

- ☐ **Joint Permit Application:** complete left side of application and sign
- ☐ **Proof of Valid Contractor's Form:** complete and sign
- ☐ **Sewage System Design Checklist**
- ☐ **Complete site plan:** Clearly and legibly include all information on Site Plan Instructions (attached)
- ☐ **If addition, please include floor plan (existing structure & proposed addition)**
- ☐ **If new residence, a lighting plan and a completed lighting worksheet**
- ☐ **If a manufactured or mobile home, a completed supplemental application form for manufactured and mobile home**
- ☐ **Sierra Vista Sub-watershed Water Conservation Overlay Zone Permit Checklist**
- ☐ **Construction plans:** three sets are required in Building Code Inspection Area only.
- ☐ **Construction plan checklist** completed by applicant.
- ☐ **Truss calculations:** two sets (if applicable) in Building Code Inspection Area only.
- ☐ **Written assurance from provider of sewer & water utilities for uses on community water & sewer systems submitted**
- ☐ **Parcel in the military airport and ancillary military facility's operation area which requires compatibility review pursuant to ARS 28-8481**
- ☐ **Fees:** _____
- ☐ **Additional submittal requirements:** _____
- ☐ **If parcel RU-4, Category D Rural/Ag, 4 or more acres and owned by applicant, does applicant want to opt-out of building code inspections? Y or N or N/A**
- ☐ **Check Black Bear in parcel module for approval of Agricultural Status, Legal Nonconformance's, Lot Modifications and other items.**

Applications can be submitted to the following Cochise County Planning Departments:

Bisbee – Main Office
1415 Melody Lane, Building E
Bisbee, Arizona 85603
(520) 432-9240

Sierra Vista – Satellite Office
4001 E Foothills Drive
Sierra Vista, Arizona 85635
(520) 803-3960

Benson Service Center - Satellite Office
126 W 5th Street
Benson, Arizona 85602
(520) 586-8180

Willcox Service Center - Satellite Office
450 S Haskell Avenue
Willcox, Arizona 85643
(520) 384-7140

-
- ☐ **Check – ROW (if applicable), flood zone, and zoning**
 - ☐ **Include Current Assessors' Parcel Map**

FOR STAFF USE ONLY: _____
Accepted by _____ Date _____

Residential Site Plan Instructions

Draw site plan on 8½" x 11" paper. For all items, note whether existing (e) or proposed (p). NOTE: The site plan must be complete and clearly legible.

If a new septic system is proposed, the site plan must be prepared by a Health Department certified Septic System Site Evaluator. Contact the Planning Department at (520) 432-9240 if you have questions or need assistance with your application.

Required for all residential permit applications

- _____ 1. Tax parcel ID number, north arrow and scale (if a scale is used)
- _____ 2. Property lines and all dimensions (from Assessors' Parcel map) – include entire parcel
- _____ 3. If parcel is a new split, show parent parcel and your parcel's location – with dimensions
- _____ 4. All easements – label type (road right of way, utility, drainage, etc.) and width
- _____ 5. Location of utility lines (electric, gas, water, etc.)
- _____ 6. Roads adjoining the property: name of road, surface material, distance from property line to edge of actual road
- _____ 7. Driveways: location, surface material, distance to closest property line
- _____ 8. Show direction of drainage on the property
- _____ 9. Any construction related to a wash, such as a bridge, culvert, dip crossing, or fill, either on the parcel or off-site. Note whether temporary or permanent.
- _____ 10. Location, depth, and width of all drainageways or washes larger than 3 feet deep or 5 feet wide (include washes located on adjacent properties within 300 feet of project)
- _____ 11. Distance from proposed structures to any drainageway or wash
- _____ 12. Distance from structures to all property lines and roads, and distance between residences on the subject parcel
- _____ 13. Location of wells, septic tanks, leach fields and 100% expansion areas, and distance from septic system to buildings, property lines, any drainageway or wash, & locations of test pits
- _____ 14. Direction of slope of land in area of proposed leach fields and expansion areas, indicate % slope
- _____ 15. Location, dimensions and height of all buildings, and their uses
- _____ 16. Location, height, length and material of walls and fences – for chainlink fences, note if slatted

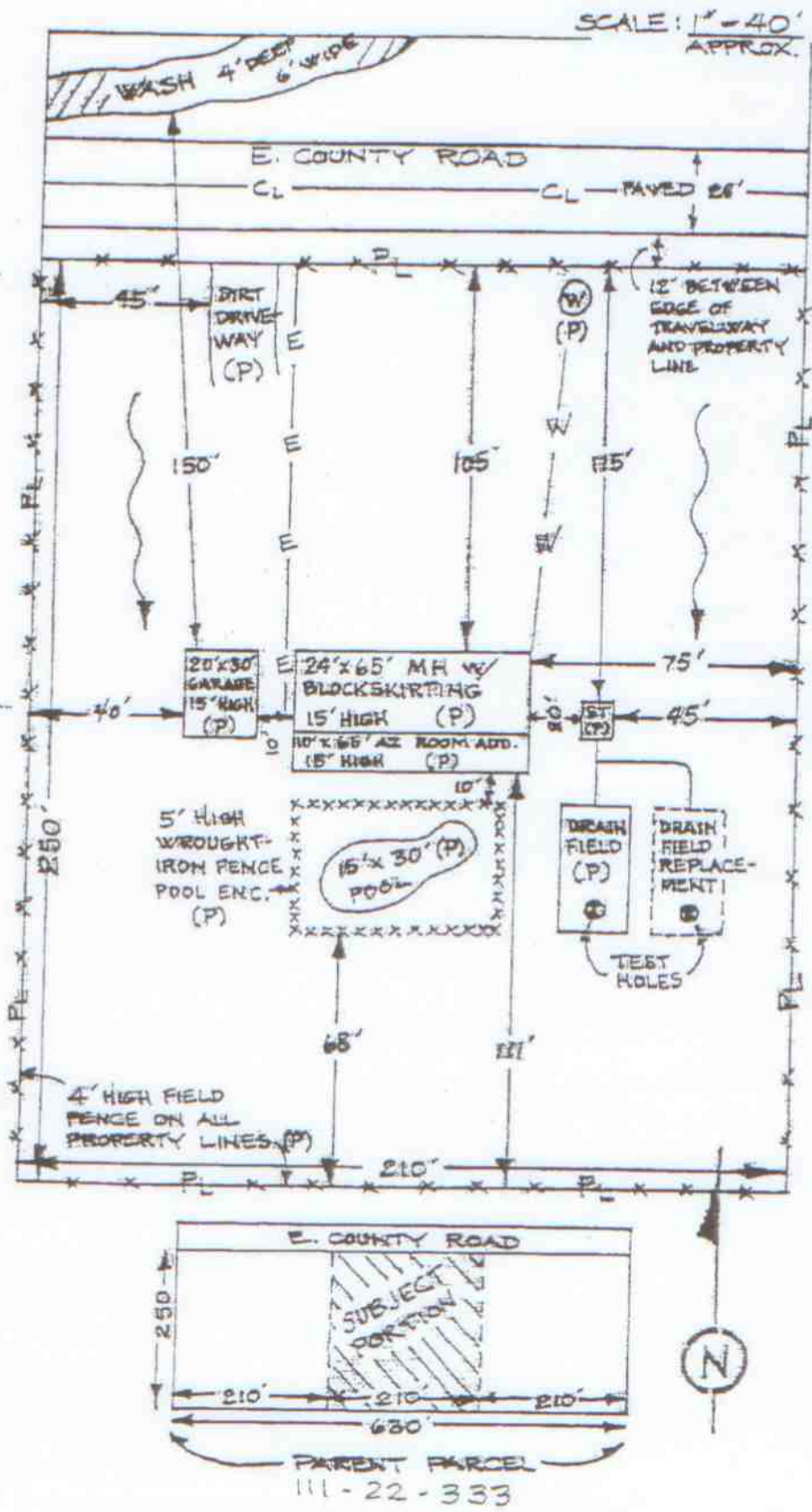
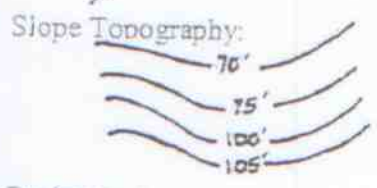
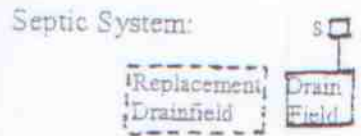
Required if applicable to your project

- _____ 17. If outdoor lighting is proposed, location, fixture type (such as 18 watt fluorescent, 75 watt incandescent, 250 watt low pressure sodium, etc.), shielding, and height of fixture
- _____ 18. If a new residence, a completed Lighting Worksheet is required
- _____ 19. If a mobile or manufactured home, show location and type of all accessories such as decks, awnings, skirting, etc. Construction plans and State approval are required if accessories are part of the original sales contract
- _____ 20. If a solid fence or wall is proposed, distance from road surface (travelway) of all adjoining roads, speed limit of road (if posted) and distance to driveways on neighboring parcels within 20 feet of proposed wall
- _____ 21. If barn or shed is proposed, note if for animals, storage, or other use
- _____ 22. If a pool is proposed, pool size, location, setbacks to property lines; pool enclosure location, type, height. Type of pool cover? Required by 1820.A of zoning regulations.
- _____ 23. If clearing (removing vegetation by scraping the land) more than 1 acre, show dimensions of area to be cleared, and proposed dust and erosion control measures
- _____ 24. If **new** SFR (site built only) on construction plans show the "Gray Water Plumbing" and "Hot Water on Demand" as required per Sierra Vista Sub-watershed Water Conservation Overlay Zone
- _____ 25. If new or replacement "Outdoor Sprinkler System" or "Evaporative Coolers" show compliance with Sierra Vista Sub-watershed Water Conservation Overlay Zone
- _____ 26. If a Solar Panel is proposed, installed only by a Licensed Contractor and Interconnection Agreement letter from Power Company & Owner "if connecting to grid".
- _____ 27. If a Wind Turbine is proposed, site plan required for roof mounted, disclosure statement required

Parcel #: 111-22-333 (FOR)
 Name: Joe & Jane Smith

LEGEND:

- Property Lines: ---P_L---P_L---
- Water Line: ---W---W---
- Gas Line: ---G---G---
- Electric Line: ---E---E---
- Fence: ---x---x---x---
- Property Dimensions: ← 20' →
- Setback Dimensions: ← 100' →
- Road Center Line: ---C_L---C_L---
- Sewer Line: ---s---s---s---
- Drainage Easement: ---5' DE---
- Public Utility Easement: ---10' PUE---



In Accordance with A.R.S. Title 32

I am currently a licensed contractor:

Contractor Name: _____

Doing Business As: _____

ROC License #: _____ / Classification of ROC License: _____

Contractor's Signature: _____ Date: _____

Title: _____

I am an Owner/Builder:

Owner/Builder Name: _____

Owner/Builder Address: _____

Owner/Builder Signature: _____ Date: _____

EXEMPTION FROM LICENSING

I am exempt from Arizona Contractors' license laws on the basis of the licensing exemptions contained in A.R.S. 32-1121A.

- ☐ I am the Owner/Builder of the property. I will follow in strict compliance with 32-1121A.5. The property is intended for sole occupancy by the owner, not intended for occupancy by members of the public, owner's employees or business visitors. The structures are **NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.**
- ☐ I am the Owner/Developer of the property. I will follow in strict compliance with 32-1121A.6. I will contract with a General Contractor licensed pursuant to this chapter. To qualify for this exemption, all licensed contractors' names and license numbers working on this project shall be included on this application and contained within all sales documents.
- ☐ Other Exemption: _____

I fully understand that the exemption provided by A.R.S. 32-1121A.14 (the Handyman Exemption) does not apply to ANY construction project which requires a building permit, is the smaller part of a larger project and/or the total aggregate contract price including labor, materials and all other items is \$1,000 or more.

I will be using the following licensed contractors or sub-contractors on this project:

(General Contractor) ROC License #: _____ Class: _____

(Mechanical Contractor) ROC License #: _____ Class: _____

(Electrical Contractor) ROC License #: _____ Class: _____

(Plumbing Contractor) ROC License #: _____ Class: _____

FALSIFICATION OF INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING OR ATTEMPTING TO EVADE STATE LICENSING LAWS IS A CLASS 2 MISDEMEANOR PURSUANT TO ARIZONA REVISED STATUTES 13-2704.

I have read and fully understand all of the information contained within this document. The above information provided by me on this document is true and accurate to the best of my knowledge.

PRINT FULL NAME AND ADDRESS:

Signature: _____ Date: _____



COCHISE COUNTY PLANNING DEPARTMENT

1415 Melody Lane, Building E, Bisbee, Arizona 85603

Phone: (520) 432-9240

Fax: (520) 432-9278

Susan Buchan, Director

Supplemental Application - Manufactured Homes, Mobile Homes & Factory-Built Buildings

Applicant Information:

Applicant Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone Number: _____

Proposed Installation Location:

Tax Parcel Number: _____
Property Address: _____
City/State/Zip: _____

Current Location (if applicable):

Tax Parcel Number: _____
Property Address: _____
City/State/Zip: _____
Prior Permit # / Date: _____

Structure Information:

Unit Manufacturer: _____
Date Manufactured: _____
Unit Size: _____
Serial Number: _____
VIN Number: _____

Dealer Information:

Dealer Name: _____
Mailing Address: _____
City/State/Zip: _____
Phone Number: _____

Licensed Installer Information:

Unit Installer Name: _____
Mailing Address: _____
City/State/Zip: _____
License Number and Class: _____
Business Phone Number: _____

Please list below all licensed subcontractors associated with the installation of this Manufactured Home, Mobile Home or Factory-Built Building (Electrical, plumbing, accessory structures, etc.):

Contractor Name: _____
License Number & Class: _____
Type of Work: _____
Business Phone Number: _____

Contractor Name: _____
License Number & Class: _____
Type of Work: _____
Business Phone Number: _____

Contractor Name: _____
License Number & Class: _____
Type of Work: _____
Business Phone Number: _____

Contractor Name: _____
License Number & Class: _____
Type of Work: _____
Business Phone Number: _____

Note any Accessory Structures associated with this permit request:

Awnings: _____
Skirting: _____
Porch or Deck: _____
Garage: _____
Other: _____

Note: The term *Mobile Home* refers to units built prior to June 15, 1976 that were all Pre-HUD.

I certify this information is correct, and that any changes will require additional permit approval:

Applicant Signature: _____ Date: _____



COCHISE COUNTY PLANNING DEPARTMENT

1415 Melody Lane, Bisbee, Arizona 85603

(520)432-9240

Fax 432-9278

Susan Buchan, Director

Residential Lighting Worksheet

Tax ID # _____

| Fixture ID on plans | Fixture Type and wattage | No. of fixtures | Lumens per fixture | Total Lumens for this fixture type |
|---------------------|--------------------------|-----------------|--------------------|------------------------------------|
| Existing Fixtures | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | |
| Proposed Fixtures | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | |
| Grand Total | Existing + Proposed | | | |

Total Lumens _____ Total project acreage (developed area) _____

Lumens per acre permitted: _____

Lumens per acre proposed: _____

Are all proposed fixtures fully shielded? _____

If no, identify which fixtures and exemption type _____

Notes: _____

*Please provide cut-sheets, diagram or photo of each fixture type. Any substitutions must be approved prior to installation.

Revised 6/24/08

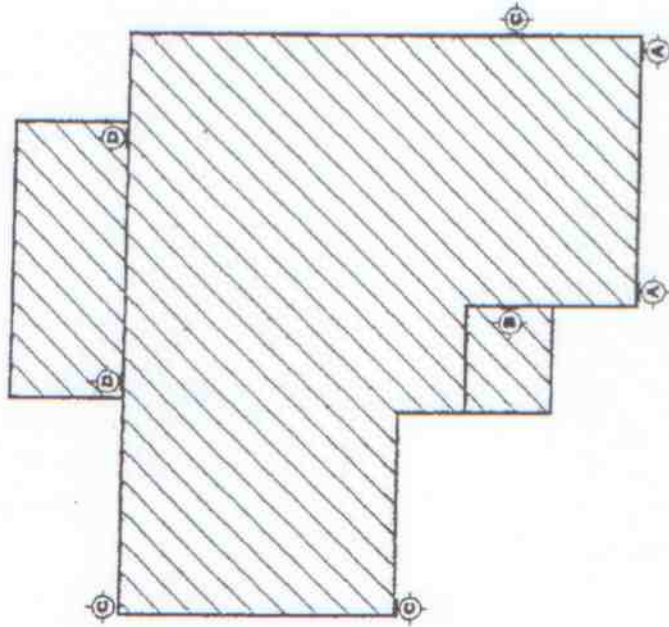


Example

SAMPLE LIGHTING PLAN

RESIDENTIAL LIGHTING WORKSHEET

| Fixture ID on Plans | Fixture Type and Wattage | No. of Fixtures | Height above Ground ¹ | Lumens per Fixture | Total Lumens for Fixture Type |
|--|--------------------------|-----------------|----------------------------------|--------------------|-------------------------------|
| Existing | | | | | |
| None | | | | | |
| Subtotal | | | | | |
| Proposed | | | | | |
| A | 60W. Incandescent | 2 | | 890 | 1780 |
| B | 18 W. Compact Fluores. | 1 | | 1200 | 1200 |
| C | (2) 75W. PAR | 3 | | 1400 | 4200 |
| D | 75W. Halogen | 2 | | 700 | 1400 |
| Subtotal | | | | | 8580 |
| Grand Total | | | | | 8580 |
| Total Lumens <u>8580</u> Total project acreage (developed area) <u>1 acre</u> | | | | | |
| Lumens per acre permitted: <u>20,000</u> | | | | | |
| Lumens per acre proposed: <u>8580</u> | | | | | |
| Are all proposed fixtures fully shielded? <u>No</u> | | | | | |
| If no, identify which fixtures and exemption type <u>A - less than 1000 lumens</u> | | | | | |
| Notes: <u>C to be aimed half way between straight down and horizontal (45°)</u> | | | | | |



| Type A | Type B | Type C | Type D |
|--------|--------|--------|--------|
| | | | |

¹ If pole mounted

LAMP DATA

Lamp Initial
Wattage Lumens

Incandescent

| | |
|--------|-------|
| 25 W | 150 |
| 40 W | 460 |
| 60 W | 890 |
| 75 W | 1210 |
| 100 W | 1750 |
| 150 W | 2880 |
| 300 W | 6360 |
| 1000 W | 23800 |

Lamp Initial
Wattage Lumens

Metal Halide

| | |
|--------|--------|
| 175 W | 14000 |
| 250 W | 20000 |
| 400 W | 40000 |
| 1000 W | 115000 |

PAR (Parabolic Aluminized Floods & Spots)

| | |
|-------|------|
| 150 W | 1740 |
|-------|------|

Compact Fluorescent

| | |
|------|------|
| 5 W | 250 |
| 7 W | 400 |
| 13 W | 900 |
| 18 W | 1200 |
| 26 W | 1800 |
| 32 W | 2900 |

HPS (High Pressure Sodium)

| | |
|--------|--------|
| 50 W | 3300 |
| 70 W | 5800 |
| 100 W | 9500 |
| 150 W | 16000 |
| 200 W | 22000 |
| 250 W | 30000 |
| 310 W | 37000 |
| 400 W | 50000 |
| 1000 W | 140000 |

Tungsten-Halogen

| | |
|--------|-------|
| 250 W | 4700 |
| 500 W | 10700 |
| 1000 W | 19000 |
| 1500 W | 36000 |

LPS (Low Pressure Sodium)

| | |
|-------|-------|
| 18 W | 1800 |
| 35 W | 4800 |
| 55 W | 8000 |
| 90 W | 13500 |
| 135 W | 22500 |
| 180 W | 33000 |

Mercury Vapor

| | |
|--------|-------|
| 100 W | 4000 |
| 175 W | 8500 |
| 400 W | 23000 |
| 700 W | 44000 |
| 1000 W | 61000 |

Fluorescent (Standard Cool-White, 1.5-inch tubes)

| | |
|------|------|
| 21 W | 1190 |
| 30 W | 2050 |
| 36 W | 2450 |
| 39 W | 3000 |
| 50 W | 3700 |
| 52 W | 3900 |
| 55 W | 4600 |
| 70 W | 5400 |
| 75 W | 6300 |

These are standard values are based on manufacturers data and are to be used unless the applicant submits other verified lumen values.

Examples of fixtures that are

NOT Fully Shielded

(Note: Some of these fixtures may be acceptable provided they don't exceed 1,000 lumens. See Table 4.1)

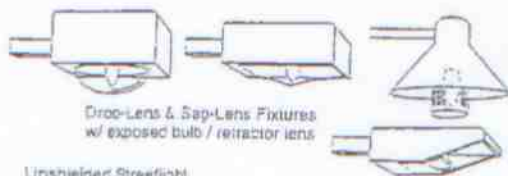
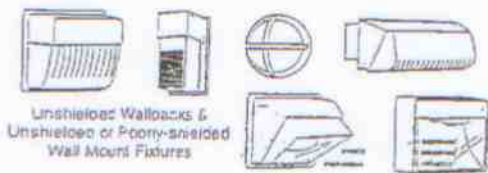
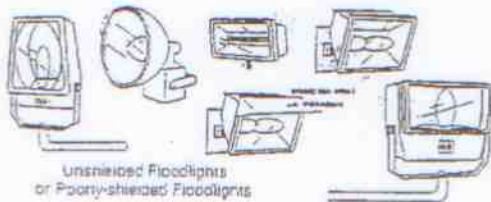
Examples of fixtures that are Fully Shielded

(Note: to be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal)

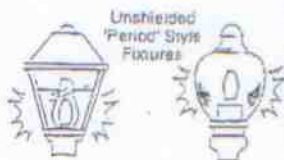
Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable / Discouraged

Fixtures that produce glare and light trespass

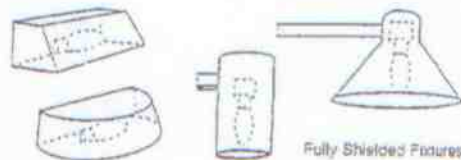
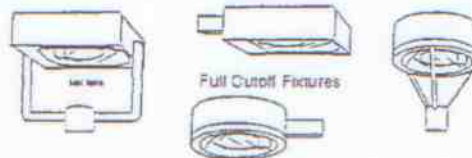


Unshielded Streetlight

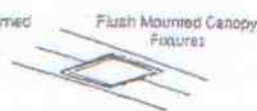


Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Full Cutoff Streetlight



SD 1992



COCHISE COUNTY PLANNING DEPARTMENT

1415 Melody Lane, Bisbee, Arizona 85603

Phone: (520) 432-9240

Fax: (520) 432-9278

Susan Buchan, Director

Sierra Vista Sub-Watershed - Water Conservation Overlay Zone Permit Checklist

The following water conservation measures shall be required of all residential and non-residential properties in the Sierra Vista Sub-watershed, as defined by the Arizona Department of Water Resources and delineated on County maps:

Note: In order to obtain a Building Permit the required *Gray Water* appliances and plumbing system design with stub-outs must be shown on the construction plans and are verified during the inspection process.

RESIDENTIAL PERMITS ONLY:

Gray Water Plumbing: New residential construction shall have gray water line(s) plumbed to stub out, and to be capped and clearly marked so as to permit the optional use of gray water by residents. The gray water plumbing must connect at least two plumbing fixtures, and preferably those that produce the most gray water without compromising the efficient evacuation of the black water pipes.

Identify at least two plumbing fixtures proposed with plumbing for gray water outlets in proposed new construction (e.g. laundry room, downstairs bathroom sink, etc.):

Are Gray Water plumbing line(s) shown in construction plans? ☐ Yes

Note: *THIS ITEM DOES NOT APPLY TO MANUFACTURED OR REHABILITATED MOBILE HOMES*

RESIDENTIAL AND NON-RESIDENTIAL PERMITS:

Hot Water on Demand: In new construction, a hot water system will be installed to provide hot water on demand at the point of use in sinks and baths/showers. Recirculation devices shall include timers, temperature sensors or remote control operation. Point of use hot water heaters that serve individual fixtures or other alternatives that deliver hot water at each fixture within a waiting period of 15 seconds or less are acceptable.

Describe device(s) proposed to achieve hot water on demand at all sinks, baths or showers in proposed new construction:

Are Hot Water on Demand Device(s) shown in construction plans? ☐ Yes

Device Cut-Sheets Provided? ☐ Yes

Note: *THIS ITEM DOES NOT APPLY TO MANUFACTURED OR REHABILITATED MOBILE HOMES*

Outdoor Sprinkler Systems: Any new installation or replacement of an automatic outdoor sprinkler system shall also include the installation of a rain or humidity sensor that will override the irrigation cycle of the sprinkler system when rainfall has occurred in an amount sufficient to negate the need for irrigation at the scheduled time. Where there are multiple areas with a sprinkler system watered from one controller, the sensor must be installed at the largest area.

Does permit include any proposed automatic outdoor sprinkler systems? ☐ Yes ☐ No

If Yes, then system shall include rain or humidity sensors.

Is the *Outdoor Sprinkler System* depicted on Plans (site or construction)? ☐ Yes ☐ No

Revised 4-13-2009

Evaporative Coolers: New or replacement evaporative coolers shall not be single-pass coolers.

Does permit propose any new or replacement of evaporative coolers? ☐ Yes

If Yes, then evaporative coolers shall not be single-pass, i.e. non-re-circulating.

Evaporative Coolers depicted on Plans and Cut-Sheets provided (site or construction)? ☐ Yes

NON-RESIDENTIAL PERMITS:

Commercial Laundry Facilities: Laundry facilities intended for public use such as laundromats, hotel guest laundries or multi-family housing laundry rooms will be equipped with high efficiency washing machines that have a water factor of 9.5 gallons per each cubic foot of laundry or less. This provision applies to initial establishment of new laundry facilities and on replacement of existing equipment due to normal wear and tear or other loss.

Non-residential only, if applicable, describe make and model of proposed high efficiency washing machines: _____

Are Equipment Cut-Sheets Provided? ☐ Yes ☐ N/A

Artificial Water Features: New artificial water features such as ponds, lakes, water courses, and other types of decorative water features are prohibited in any new commercial construction or in common user areas of multi-family housing unless their sole source is harvested rainwater. This provision does not pertain to required storm water detention/retention facilities or permitted swimming pools and spas.

Non-residential permits only: Any artificial water features proposed? ☐ Yes (if yes, sole source is harvested rainwater? ☐) or ☐ None proposed

Are they depicted on Construction Plans (site or construction)? ☐ Yes ☐ N/A

Landscaping: Any new landscaping proposing irrigation installation or re-installation in a median or similar strip of permeable surface less than fifteen feet in any horizontal dimension, adjacent to a roadway, sidewalk, parking area or other paved or impermeable area, shall be irrigated by a subsurface (drip), non-sprinkling irrigation system.

Does permit propose any irrigated landscaped medians less than 15 feet wide? ☐ Yes ☐ No

If Yes, then system shall be irrigated by a subsurface (drip), non-sprinkling irrigation system.

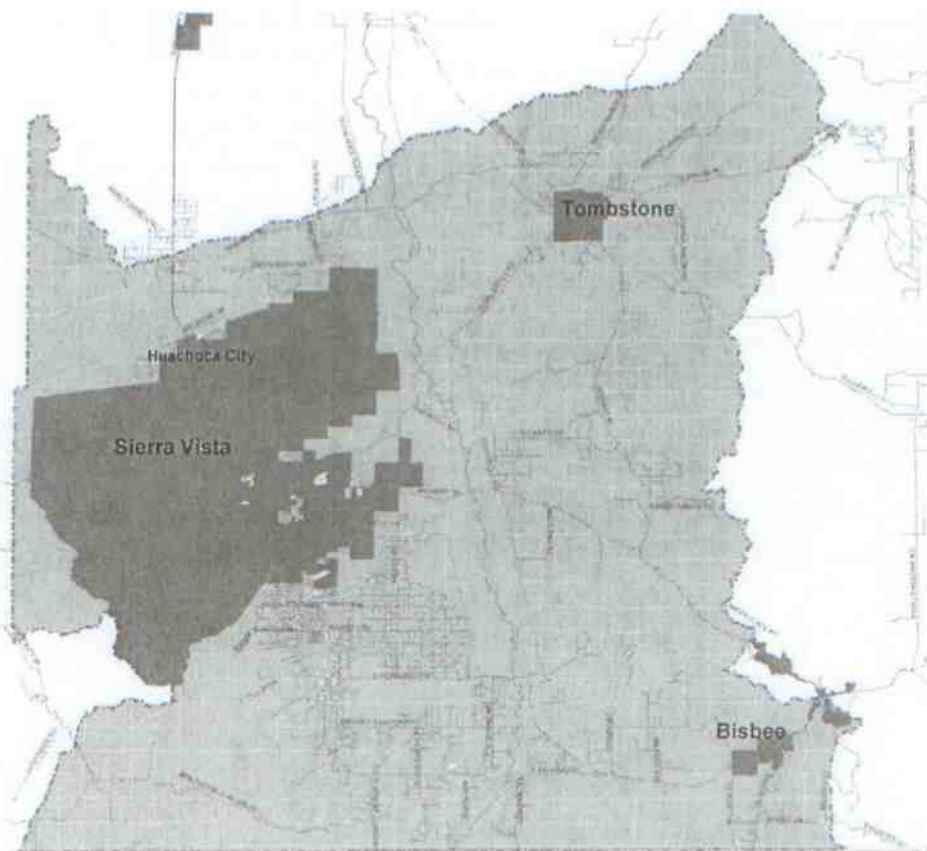
Are Landscaped Medians depicted on Plans (site or construction)? ☐ Yes

By signing below, I (the applicant) hereby acknowledge that the information provided above is accurate and true, subject to minor revisions that are in conformance with the County's regulations as they relate to the requirements of the Sierra Vista Sub-Watershed Water Conservation Overlay District, and that said information may be verified through the County's building permit review and inspection process.

Applicant's Name (printed) and Signature

Date

Sierra Vista Sub-watershed



Incorporated City



**Sierra Vista
Sub-watershed**

Residential Submittal Requirements:

Based on the 2003 International Residential Code.

(To be completed by applicant)

Submittal Documents

- ☐ Three Sets of Construction Documents. Minimum preferred size 24"x36". (1/4" Scale Recommended.)
- ☐ Two *Sealed* copies of Truss Calculations, or deferred note on drawings.
- ☐ One copy of the Sierra Vista Sub-Watershed document signed and dated. (If applicable)
- ☐ One copy of the Cochise County Lighting worksheet if not shown on plans.

Foundation Plan

- ☐ Show plan view of complete dimensioned foundation layout.
- ☐ Provide details of footing type, size, and reinforcements.
- ☐ Sealed calculations and plans for engineered slabs. (Post tension, raft, etc.)
- ☐ Location and type of anchors and hold-downs.
- ☐ Concrete compressive strength.
- ☐ Minimum soil bearing pressure.
- ☐ 95% Minimum soil compaction

Roof/ Framing Plan

- ☐ Plan view of structural components: beams, trusses, headers, and structural connection details.
- ☐ Size, spacing, species, and grade of materials.
- ☐ All details referenced on Roof or Framing Plan.
- ☐ Roof slopes, drainage, scuppers, and skylights.

Plumbing Plan

- ☐ Show location and material of all piping, drainage waste, vent, and water piping with developed length.
- ☐ Show location and developed length of gas piping with appliance demands.
- ☐ Provide water and fixture unit tables. (For sizing purposes and Health Department review)

Floor Plan

- ☐ Show proposed construction.
- ☐ Show complete dimensions, window and door callouts, and label all room uses.
- ☐ Show braced wall panel locations per Section R 602.10 Wall Bracing.
- ☐ Indicate separation between garage and dwelling. (5/8" Type X per amendment)
- ☐ Show all cabinets and fixture locations.
- ☐ Show all safety glazing at hazardous locations.

Exterior Elevations/ Building Sections

- ☐ Show all sides of the structure, window sill heights, exterior finishes, chimney heights, top of wall and roof heights.
- ☐ Show cross section of structure with room labels, interior finishes callouts, ceiling and drop heights.
- ☐ Cross reference to framing and foundation sections.
- ☐ Roof Ventilation calculations. Identify type and location.

Mechanical Plan

- ☐ Show room uses.
- ☐ Indicate heating and cooling units, type, location.
- ☐ Show fuel burning appliances combustion air.
- ☐ Show supply and return air routes.
- ☐ Show diffuser (register) locations.
- ☐ Shows exhaust fan locations.

Electrical Plan

- ☐ Show room uses.
- ☐ Plan view showing panel location, receptacles, lights, circuits, ground fault interrupters, arc fault interrupters, and smoke alarms.
- ☐ Panel schedule showing circuits.
- ☐ Service entrance diagram. (Riser diagram).
- ☐ Load calculations and service size.
- ☐ Show compliance with the Cochise County Light Pollution Ordinance. (May be completed by worksheet.)

Submittal Requirements for Engineered Metal Buildings:

1. Three sets of plans with an Engineer's Stamped Seal
2. Three sets of foundation/ footer plans with an Engineer's Stamped Seal
3. Electrical, plumbing, and gas plans if applicable.

NOTE: *The above list identifies most of the standard information needed on the required submittal, but may not be all-inclusive. Applicant may be required to provide additional project information, specifications or plans at the discretion of the Planning Department.*

WHEN CAN I MOVE IN?

On **building safety code projects**, after all code inspections are completed and approved, a certificate of occupancy will be issued and the house can then be occupied.

On **owner-built amendment projects**, occupancy can take place after the residence is constructed and a final zoning inspection has been requested and performed.

On **manufactured home projects**, they must pass all zoning and installation inspections before occupancy can take place.

In all areas, the septic system must be inspected by the Health Department before occupancy can occur.

NOTE: Construction may not begin until the permit is issued.



Related Handouts:

- How to Obtain a Variance
- How to Obtain a Lot Development Administrative Modification
- Owner-Built Amendment Options.

Cochise County Planning Department

1415 Melody Lane, Building E
Bisbee, Arizona 85603

HOW TO

Obtain a Residential Permit



COCHISE COUNTY
PLANNING DEPARTMENT

1415 Melody Lane -- Building E
Bisbee, Arizona 85603
(520) 432-9240 / FAX 432-9278
Email: PNZ@cochise.az.gov
Website: www.cochise.az.gov

Residential Permit

RESIDENTIAL ZONING DISTRICTS

The Zoning Regulations include various residential districts. These districts protect areas where people live. They allow residential uses as a right so long as zoning code requirements are met, such as setbacks from the property line, building height, and lot sizes. Some of these districts allow for manufactured homes as well as site-built homes. Others allow only site-built homes. This handout explains how to get a permit for a residence. **For a residential permit application package, call the Planning Department at (520) 432-9240.**

COMPLETE APPLICATION INCLUDES:

- Joint Permit Application
- Fees for (amount varies): *Building Permit Processing, Septic Permit, Right-of-Way Permit (if utility or driveway construction is along a County-maintained road), Floodplain Use Permit (if in the 100-year floodplain), Rural Addressing Review*
- Proof of Valid Contractor's license form
- If a septic system is to be installed, the property must be evaluated by a certified site evaluator. The soil evaluation must be included with your application.
- Complete and readable site plan (to be completed by the soil/site evaluator if a septic system is included).
- Three sets of construction plans (Building Code Enforcement).

Processing begins when all fees and required information are submitted.

JOINT PERMIT REVIEW

As a service to the public, the Planning Department takes care of coordinating the review of your permit. For example, we will submit your permit to the Highway/Floodplain and Health Departments for their review. These agencies may require more information or fees.

HOW LONG DOES THE PROCESS TAKE?

Usually, you will receive your permit in a minimum of five working days. If there are problems with the application, such as incomplete information or the inability to meet specific site development standards, the process may take longer.

SITE DEVELOPMENT STANDARDS

The Zoning Regulations have development standards for all uses. For example, houses must be setback from the property line and are limited to a certain height.

WHAT IF I CAN'T MEET SITE DEVELOPMENT STANDARDS?

If you cannot meet a site development standard, you can ask for a variance which will be heard by the Board of Adjustment (see handouts on Variances and Lot Modifications).

COCHISE COUNTY BUILDING SAFETY CODE:

Per County Regulations, all construction must meet Building Safety Code standards.

The International Building Safety Code standards are enforced *Countywide* in the unincorporated areas of the County. The Building Safety Code process includes construction plan review and onsite safety inspections to ensure that the foundation, framing, plumbing, mechanical and electrical systems are properly constructed.

A Rural Residential Owner-Built amendment to the Building Safety Codes is available as an option for rural residential property owners that

meet the minimum requirements of that ordinance. (see handout on the Owner-Built Amendment Options).

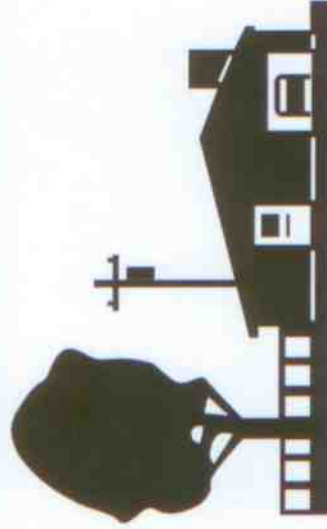
The State Registrar of Contractors oversees contractor licensing and compliance.

Residential Permits are required for all structures or improvements valued over \$1000 (market rate price for labor plus materials). A permit is required to place or move a Manufactured or Rehabilitated Mobile Home. Manufactured Homes are inspected by the *County* per the *State* installation requirements.

HOW LONG IS THE PERMIT GOOD FOR?

Residential Permits are valid for two-years. If **substantial** construction does begin within that timeframe, an additional one-year extension may be granted. A written request is required prior to expiration of the permit, explaining progress made and why the extension is needed. **Manufactured home permits are only valid for six months.**

NOTE: Construction may not begin until the permit is issued.



COCHISE COUNTY
PLANNING
DEPARTMENT

RECORDING REQUIREMENT:

Each time a permit is issued pursuant to this amendment for Residential Dwellings, Additions or Accessory Structures a notice that a permit has been issued pursuant to the provisions of this amendment shall be recorded with the County Recorder by the Planning Department.

WATER CONSERVATION:

The Owner-Builder is strongly encouraged to take advantage of the best water conservation practices available at the time of construction.

PLEASE NOTE:

A Certificate of Occupancy is not issued for structures built under the Option 2 - no plan review and no inspection option and a conditioned C of O is issued under Option 1 - full plan review and limited inspection option.

An Owner-Builder in selecting to use this amendment is agreeing not to sell or rent the property for one year. If you elect to use this amendment to construct your project, be sure to obtain a copy of the complete *Rural Residential Owner-Built Amendment* from the Planning Department.

Revised: 7-2-2008

Things to consider:

You should always check the requirements of your *Mortgage and Insurance Companies* before selecting an amendment option that reduces or eliminates your need to build to the adopted Cochise County Building Safety Code.

Electing not to build to an adopted *Building Code* may affect your ability to obtain financing and / or homeowners insurance on your residential project.

By statute, this exemption does not exempt owner-builders from statewide codes such as fire codes including regulations regarding smoke detectors, or health department regulations.



**Cochise County
Planning Department
Susan Buchan - Director
1415 Melody Lane
Bisbee, AZ 85603**

**Phone (520) 432-9240
Fax (520) 432-9278
www.cochise.az.gov**

Owner-Built Amendment Options



Cochise County Building Safety Code



Information on the application of the Cochise County Building Safety Codes to *Owner - Built* *Residences* on four acres or more in the Category D *Rural and Rural Residential* county growth areas.

WHAT IS THE COCHISE COUNTY BUILDING SAFETY CODE?

The Cochise County Building Safety Code incorporates various building, plumbing, electrical, fire, mechanical and energy conservation codes that have been adopted for the applicable portions of the unincorporated areas of the county.

To ensure safe building construction for the county's residents and visitors, the Planning Department's Building Division regulates building construction and building occupancy through the enforcement of the Cochise County Building Safety Code.

The Building Division coordinates all facets of the initial building construction plan review and the subsequent field inspection process during construction (both residential and commercial) for code conformance in the interest of public safety.

WHAT IS THE RURAL RESIDENTIAL OWNER-BUILT AMENDMENT?

The Rural Residential Owner-Built amendment to the Cochise County Building Safety Code allows for the

Residential Owner-Builder to select the level of Building Code compliance that works best for their proposed construction project, when their property is both four acres or more in size and also located in RU, SM and SR four acre or more zoned areas - Category D, Rural or Rural Residential designated areas of the county.

WHAT BUILDING CODE OPTIONS CAN BE SELECTED?

The Owner-Builder at permit submittal can select between two different applications of the *Rural Residential Owner-Built Amendment* for their proposed construction project, instead of the typical full compliance with the adopted Cochise County Building Safety Code.

Option 1: Full Construction Plan Review with Limited Building Code Inspection:

This option requires that only limited building code inspections dealing with the trade areas of Mechanical, Electrical, Plumbing and Fire Prevention be completed by *County Building Inspectors*. Full construction plan review and the required limited inspections for this option will be completed in accordance with the adopted *Cochise County Building Safety Code*.

Option 2: No Construction Plan Review with No Building Code Inspections: This option requires that no building code inspections be completed by *County Building Inspectors* even if work is done by a licensed contractor hired by the owner-builder. In addition, by selecting this option, No construction plans are required to be submitted or reviewed by the *County Planning Department*.

Reduced fees reflect the services provided for the option selected.

Please note that under either amendment option selected this amendment is addressing only Building Code required inspections. The standard inspections required for the adopted County Zoning Regulations and those of other County Departments are still required.

HOW OFTEN CAN THIS AMENDMENT BE USED BY THE OWNER-BUILDER?

This amendment is limited to use by the owner-builder once in every five years for Residential Dwellings on all properties within the unincorporated area of Cochise County owned by that individual. This limitation does not apply to accessory structures or additions on the same property.